

# English Online Interview

2012 School User Guide



**Published by Student Learning Division  
Department of Education and  
Early Childhood Development**  
Melbourne  
January 2012

© State of Victoria (Department of Education  
and Early Childhood Development) 2012

The copyright in this document is owned by the  
State of Victoria (Department of Education and Early Childhood  
Development), or in the case of some materials, by third parties  
(third party materials). No part may be reproduced by any process  
except in accordance with the provisions of the Copyright Act 1968  
the National Education Access Licence for Schools (NEALS)  
(see below) or with permission.

NEALS is an educational institution situated in Australia which is  
not conducted for profit, or a body responsible for administering  
such an institution may copy and communicate the materials, other  
than third party materials, for the educational purposes of the  
institution.

Authorised by the Department of Education  
and Early Childhood Development,  
2 Treasury Place, East Melbourne, Victoria, 3002.

This document is also available on the internet at  
[www.eduweb.vic.gov.au/edulibrary/public/teachlearn/student/eoiuserguide.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/teachlearn/student/eoiuserguide.pdf)

# Contents

This guide is intended for use with the English Online Interview. A separate guide is available for the English Online Interview Training System. This can be downloaded at: [www.eduweb.vic.gov.au/edulibrary/public/teachlearn/student/eoittrainingguide.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/teachlearn/student/eoittrainingguide.pdf).

<b>Introduction.....</b>	<b>1</b>
What is the English Online Interview? .....	1
Assessment Period .....	2
Assessment Modules .....	2
Tasks .....	2
Resources.....	3
Reports .....	3
<b>Roles and Responsibilities .....</b>	<b>5</b>
Principal .....	5
English Online Interview School Administrator.....	5
Teachers .....	6
CASES21 Coordinator or Office Manager.....	6
<b>Setting up the Interview – Administrative Functions .....</b>	<b>7</b>
Overview - Key Steps to Set Up the Interview .....	7
Automatic Update of Student Details from CASES21 .....	8
Functions Accessed via the Admin Button .....	9
Manage Classes .....	9
Manage Students.....	15
User Management.....	16
Assigning Administrative Access to Teacher from a Different School/Campus.....	16
Manage Assessments.....	19
School Administrators List.....	21
<b>Pre-Interview Preparations for Teachers.....</b>	<b>22</b>
Becoming Familiar with the Interview .....	22
Preparing the Space and the Resources .....	22
Checking the Class Setup.....	23
Checking Student Details.....	23

Entering ESL Information .....	24
Assigning Students to Groups.....	24
<b>Conducting an Assessment.....</b>	<b>27</b>
Selecting a Class, Student, Module or Exemption .....	27
Assessment View – Screen Layout.....	28
Selecting Tasks and Entering Student Responses .....	29
Progressing through the Tasks – Choosing Task Order .....	30
Finalising the Assessment.....	30
<b>Reports .....</b>	<b>32</b>
Student Cohorts .....	32
Report Parameters.....	32
Report Filters.....	32
Report Views and Formats.....	32
Steps for Generating a Report .....	33
<b>Appendix 1: Report Examples .....</b>	<b>35</b>
Summary.....	35
1. Student Details Report .....	36
2. Assessment Status (Quick) Report .....	36
3. Assessment Status (Detailed) Report .....	37
4. VELs by Student Report .....	38
5. Group Comparison Report .....	39
6. Group Progression Report .....	41
7. Group Summary Report .....	42
8. Student Progression Report .....	44
9. Student Response Summary Report.....	45
10. Finalised Assessment .....	46
<b>Appendix 2: Help and Support .....</b>	<b>47</b>
Technical Assistance .....	47
Further Support .....	47
<b>Appendix 3: Technical Information .....</b>	<b>48</b>

# English Online Interview



## Introduction

### What is the English Online Interview?

The English Online Interview is a powerful online tool for assessing the English skills of students from Prep to Year 2 in Victorian government schools. The Interview assesses students across the three dimensions of the English domain of the Victorian Essential Learning Standards (VELS) – Reading, Writing and Speaking and Listening.

The English Online Interview takes the form of a one-to-one interview between a teacher and student, using texts and downloadable resources designed specifically for the Interview. Teachers record student responses directly into the online system which can then be used to generate a range of VELS-based reports at the student, class or school level. These reports provide a point-in-time overview of student achievement and valuable diagnostic information to inform program planning and resource allocation.

The English Online Interview can be accessed by Victorian government school staff using their eduMail username and password at: [www.eduweb.vic.gov.au/englishonline](http://www.eduweb.vic.gov.au/englishonline).

Further information about the English Online Interview is available on the English Online Interview website at: [www.education.vic.gov.au/studentlearning/teachingresources/english/englishonline/default.htm](http://www.education.vic.gov.au/studentlearning/teachingresources/english/englishonline/default.htm).

### Which students will be assessed?

The English Online Interview was designed to be used to assess all students from Prep to Year 2 and provides valuable information to inform the learning of individual students. Schools are encouraged to use the Interview during the assessment period to collect baseline data for students in Prep and to track, review and monitor progress for students in Years 1 and 2 towards NAPLAN in Year 3.

In 2012, it is mandatory for Prep students to be assessed during the English Online Interview assessment period. Schools can elect to use the English Online Interview for students in Years 1 and 2 during the assessment period.

The one-to-one nature of the Interview allows teachers to consider the needs of individual students. This includes ESL students and students with disabilities and additional learning needs. Teachers will need to interpret the results of the Interview in relation to the normal expectations for individual students in these cohorts.

### Students enrolled in more than one school

In a given assessment period the English Online Interview will only allow one interview per student to be retained. If more than one interview is conducted for a given student a duplicate is recorded which has to be resolved. Where a student is enrolled at two schools, for example if a student spends part of the week at a special school and part of the week at a mainstream school, the following policies should apply:

- The school where the student is enrolled for the highest time fraction should conduct the assessment.
- If the student is enrolled at two schools for equal time fractions, the schools should determine which school conducts the assessment.

Where the student is enrolled at two schools, the assessment records for the relevant student may be shared across schools as required.

## Assessment Period

The 2012 English Online Interview assessment period will occur from 2 February to 2 March. The Interview will remain open until 9 March to enable schools to finalise assessments.

The English Online Interview can only be used during a set assessment period at the start of each year. Students cannot be assessed using the English Online Interview outside these periods except under exceptional circumstances. Schools are advised by circular of the dates of the assessment period each year.

## Assessment Modules

The English Online Interview is organised into four assessment modules. Each module is designed around expected achievement at a particular year and stage of schooling and assesses a student in all dimensions of the English domain. Although there are some similarities between each module, each uses different reading texts and asks different questions. Each module also allows for a range of student skills and abilities at the target stage.

## Recommended Modules

The recommended modules for each year level are as follows:

Year Level	Recommended Module
Start of Prep	Module 1
Start of Year 1	Module 2
Start of Year 2	Module 3

All modules are available for use during the assessment period. Teachers have the flexibility to choose the most appropriate module for assessing their students. This decision should be made balancing the recommendations above with the particular needs of the individual student, with consideration given to the range of difficulty of the tasks and questions in each module.

Advice on module selection, including information on how modules are scored, is provided in *Administration and Module Selection Advice* at: [www.eduweb.vic.gov.au/edulibrary/public/teachlearn/student/eoiadminmodselect.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/teachlearn/student/eoiadminmodselect.pdf).

## Tasks

Although all tasks can be conducted in a one-to-one situation, teachers may prefer to conduct some tasks, such as writing and spelling, with a small group of students or the whole class.

Each assessment module contains a series of tasks. Each task consists of a series of questions with associated responses. For each question, teachers select the responses in the online system which most closely matches responses given by the student. The tasks for each module are outlined in the following table:

Module 1	Module 2	Module 3	Module 4
Oral Language	Oral Language	Oral Language	Oral Language
Phonemic Awareness	Phonemic Awareness	Phonemic Awareness	Tiger and the Big Wind
Cup Cakes	The Beach Ball	Blackie's holiday	The Golden Carambola Tree
Words and Sound	Words and Sound	Segmenting words	Writing
Clever Max	'Ick' Words	Tap Dancing Star	Spelling

Clever Max Writing Activity	The Lunch Boxes	Writing	
	The Lunch Boxes Writing Activity	Spelling	

Tasks can be selected in any order, providing teachers with flexibility in how they administer the Interview. Where possible, it is preferable to administer tasks in the order they are presented. Further information on choosing the order of tasks is provided in [Progressing through the Tasks](#).

## How long does an assessment take?

On average, teachers can expect to spend between 20 and 40 minutes completing each assessment. Generally all questions in a task will be completed in one sitting, however an assessment can be paused at any time and resumed.

When all tasks in a module are complete, the teacher finalises the assessment and no further changes can be made (see [Finalising the Assessment](#)). A range of reports can be generated from finalised assessments (see [Reports](#)).

## Resources

### Texts

The texts provided to schools for the English Online Interview should only be made available to teachers during the assessment period. The texts should not be used for any purpose other than the English Online Interview assessment.

Two texts are required for each module – a reading text and picture storybook. All Victorian government primary schools have received copies of the texts in an English Online Interview Resource Kit. The texts are as follows:

Module	Reading Text	Picture Storybook Text
1	Cup Cakes	Clever Max
2	The Beach Ball	The Lunch Boxes
3	Blackie's Holiday	Tap Dancing Star
4	Tiger and the Big Wind	The Golden Carambola Tree

## Downloadable Resources

A range of downloadable resources are required to conduct the Interview. These can be accessed online (from within the English Online Interview application) and should be printed by the teacher before the assessment commences. See [Preparing the Space and the Resources](#).

## Reports

The English Online Interview can be used to generate a range of reports in the three dimensions of the English domain using assessments that have been finalised (see [Finalising the Assessment](#)). Reports can be generated for individual students, groups of students, classes or the whole school.

These reports provide valuable diagnostic information including the progression points achieved by students, the spread of student abilities in a cohort and the achievement of specific cohorts, such as ESL students. This information may be used to inform targeted intervention, program planning and resource allocation. For further information see [Reports](#).



## ESL Students

All reports generated from the English Online Interview relate to the English domain of the VELS. Teachers of ESL students may need to interpret these reports in relation to the expectations outlined for ESL students in the ESL Companion to the VELS. For further information see <http://vels.vcaa.vic.edu.au/support/esl/index.html>.

For further assistance in assessing the English language learning of ESL students, teachers should refer to the [ESL Developmental Continuum P-10](#).



# Roles and Responsibilities

## Principal

School principals automatically have administrative access to the Interview via their eduMail username and password. Principals may delegate administrative access to an appropriate staff member.

The principal is responsible for promoting the value of the English Online Interview to staff and for ensuring that all relevant students are assessed within the assessment period. The principal should also ensure all aspects of the organisation and conduct of the Interview are appropriately resourced. This includes:

- appointing an appropriate staff member as a school administrator, to oversee the receipt, distribution and storage of the English Online Interview r Resource Kits
- assigning administrative access (in the online application) to the school administrator, see [Assigning School Administrators](#))
- ensuring adequate support is available to allow teachers to conduct the Interview
- ensuring that an appropriate space with access to the internet is available for teachers to conduct the Interview
- facilitating in-school professional learning on use of the Interview (e.g. the training environment, see [Becoming Familiar with the Interview](#))
- ensuring that all relevant students are assessed by the end of the assessment period
- ensuring that assessments have been finalised for all students who have been assessed.

## English Online Interview School Administrator

### Organisational Responsibilities

The English Online Interview school administrator appointed by the principal is responsible for:

- distribution and collection of the English Online Interview Resource Kits to participating teachers
- providing professional learning to ensure that teachers understand how to use the Interview (see [Becoming Familiar with the Interview](#))
- ensuring that teachers understand their responsibilities regarding preparations for the Interview (see [Pre-Interview Preparations for Teachers](#)).

The texts provided in the English Online Interview Resource Kit, should be made available to teachers only during the assessment period and should not be used for any purpose other than for the Interview. The school administrator should collect the resource kits at the end of each assessment period.

### Setting up the Interview

A number of *online* administrative tasks need to be undertaken by the English Online Interview school administrator to prepare and maintain the Interview. This does not require specialist IT skills. The key tasks in preparing the Interview are to:

- Create classes
- Add or remove students from classes as required. This may include liaising with the CASES21 Coordinator if students are missing or details are not up-to-date
- Assign or remove teachers to or from classes as required.

The above tasks are all conducted via the *Admin* button which is enabled for the English Online Interview school administrator once the principal has assigned them administrative access. Further information regarding administrative functions is provided in [Setting up the Interview – Administrative Functions](#).

## Teachers

Teachers are responsible for:

- becoming familiar with the Interview
- preparing the space to interview students and the resources required to conduct the assessment
- checking student details in the Interview and liaising with the English Online Interview school administrator if any students details are missing or incorrect
- conducting the assessment
- accessing the reports to inform their curriculum planning for individuals and groups of students

The above responsibilities are further detailed in [Pre-Interview Preparations for Teachers](#).

## CASES21 Coordinator or Office Manager

The CASES21 Coordinator or Office Manager is responsible for:

- ensuring all students in Prep to Year 2 are entered correctly in CASES21. This includes ensuring the status of all enrolled students is set to 'Active'
- liaising with the English Online Interview school administrator in relation to student details entered in CASES21


For further information on the how CASES21 interacts with the English Online Interview, see [Automatic Update of Student Details from CASES21](#).

# Setting up the Interview – Administrative Functions

## Overview - Key Steps to Set Up the Interview

The following list provides an overview of the key preparatory tasks which need to be undertaken prior to interviewing students. Further details are provided in subsequent sections.

### Step 1. Assign School Administrator (Principal)

**Key steps:**  → User Management

**Reference:** [User Management](#)

### Step 2. Create Classes (School Administrator)

**Key steps:**  → Manage Classes → Create Class

**Reference:** [Create Class](#)

### Step 3. Add Students to Classes (School Administrator)

**Key steps:**  → Manage Classes → Edit Class

**Reference:** [Add or Remove Students to/from a Class](#)

### Step 4. Add Teachers to Classes (School Administrator)

**Key steps:**  → Manage Classes → Edit Class

**Reference:** [Add or Remove a Teacher to/from a Class](#)

## Automatic Update of Student Details from CASES21

Changes to student details in CASES21 are automatically updated overnight in the English Online Interview for all schools and campuses. Automatic updates can only occur for students whose status in CASES21 is 'active'.

The CASES21 Coordinator or Office Manager should ensure that all Prep to Year 2 students are entered correctly in CASES21 with status set to ACTIVE.

### Seeking Help to Update Student Information

If student details are correct in CASES21 but not correct in the English Online Interview *and more than 24 hours has elapsed since a change to the details was made in CASES21*, log a call via the Service Gateway or email the Service Desk at [servicedesk@edumail.vic.gov.au](mailto:servicedesk@edumail.vic.gov.au). Users should note the following required information:

1. Include the subject line: *Manual Import of students into the English Online Interview*. Explain the issue and include a request to import the listed students into the school from CASES21.
2. Provide the following details in the body of the email:
  - the school name, school number and campus number (the campus number is 1 for single campus schools)
  - surname, first name, date of birth, CASES21 ID of each student whose details need to be imported or updated

## Functions Accessed via the Admin Button

The key administrative tasks are performed via the Admin button within the online application. The Admin button will only be visible to staff with administrative access (the principal and the school administrator).



Click the Admin button to access the following functions:

- Manage Classes
- Manage Students
- User Management
- Manage Assessments
- School Administrator List

<b><u>Manage Classes</u></b>	to administer classes at your school, to add or remove teachers to or from classes at your school
<b><u>Manage Students</u></b>	to search for students and edit some details
<b><u>User Management</u></b>	to delegate School Admin access to users at your campus, or Admin access to specified users
<b><u>Manage Assessments</u></b>	to reactivate incorrectly finalised student assessments
<b><u>School Administrators List</u></b>	to list the administrators for a selected campus

## Manage Classes

Manage Classes is used to create, rename or delete classes at your school and to add or remove teachers and students to or from classes.

Three functions are accessed from Admin → Manage Classes as indicated by the buttons bordered in red below:

- Create Class
- Edit Class
- Delete Class

## Create Class

*Create Class* is used to create classes to which students and teachers are added.

Note. Classes will already exist if, for example they were created in the Mathematics Online Interview. Existing classes may be viewed by clicking the *Class Name* drop-down menu. Students will still need to be added to these previously created classes, as well as to newly created classes, before the Interview can be used with students.

For further information on adding students and teachers to classes, see [Edit Class](#).

## Create a New Class

1. In multi-campus settings choose the appropriate campus from the drop down box and then click *Select School* as depicted below. In single campus settings proceed to step 2.

2. Enter a *Class Name* and a *Class Code*. (The *Class Code* is provided as an extra field to assist schools to organise classes, if required. It can be the same as the Class Name.)

3. Click *Create Class*.

## Edit Class

*Edit Class* is used to add or remove students and teachers to classes. Classes will only be accessible to a teacher *if at least one student and the teacher* have been added to the class.

To edit a class click Admin → Manage Classes, then:

1. Select a class from the *Class Name* drop-down menu.

2. Click *Edit Class*. The functions which can then be performed are detailed in the following section.

## Add or Remove Students to/from a Class

### Update of student details from CASES21

Changes to student details in CASES21 are automatically updated overnight in the English Online Interview for all schools and campuses. Automatic updates can only occur for students whose status in CASES21 is 'active'. For assistance with updating student information see [Automatic Update of Student Details from CASES21](#).

### Add student/s to a class

Following the automatic update from CASES21, students will be listed alphabetically under *Students in School*. This list can be filtered by year level or home group to facilitate the allocation of students to classes. To add students to a class:

1. Click Admin → Manage Classes → Edit Class
2. Select a class from the *Class name* drop-down menu then click *Edit Class*.

**EDIT OR DELETE A CLASS**

Class Name: SLPD Practice Class

**EDITING CLASS SLPD Practice Class**

**Change Class name and/or code**  
 Name: SLPD Practice Class Code: SLPD

**Add or Remove Students to/from selected class**  
 Show only students in school for Year Level: Prep Home Group: Clyde

**Students in school**

- SLPD S01
- SLPD S02
- SLPD S07
- SLPD S08

**Students in selected class**

- SLPD S02
- SLPD S08
- TestApr16 Stud\_02
- TestApr16 Stud\_03
- TestApr16 Stud\_04
- TestApr16 Stud\_05

[Show Classes](#)

3. Filter the list under *Students in School* by selecting from the *Year Level* drop-down menu and/or the *Home Group* drop-down menu.
4. Click *Show* to display the filtered list.
5. Click on a student under *Students in School*. To select all students, click the first student, then the last while holding down the Shift key. To select multiple, but non-sequential students, hold down the Ctrl key while clicking on the required students.
6. Click *Add Students*.

Students will appear under *Students in Selected Class* as shown in the following graphic.



**EDITING CLASS Jan 13 Test**

**Change Class name and/or code**  
 Name:  Code:

**Add or Remove Students to/from selected class**  
 Show only students in school for Year Level:  Home Group:

**Students in school**

- Ferguson Max
- Grayson Matthew
- Kaye Elise
- Kouts Dion
- Landon Mia
- LIU Ziyang
- M2 Jude
- M3 Jude
- M4 Jude
- Pettigrew Linda

Selecting students and clicking  
Add Students, transfers the  
students to the selected class

**Students in selected class**

- Ferguson Max
- Grayson Matthew
- Kaye Elise
- Kouts Dion
- Landon Mia
- LIU Ziyang

**Add or Remove Teachers to/from selected class**

Classes will only be accessible to a teacher *if at least one student and the teacher* have been added to the class.

### Remove student/s from a class

1. Select a class from the *Class Name* drop-down menu.
2. Click *Edit Class*.
3. Click on a student under *Students in Selected Class*. To select all students, click the first student, then the last student, while holding down the Shift key. To select multiple, but non-sequential students, hold down the Ctrl key while clicking on the required students.
4. Click *Remove Students*.

### Add or Remove a Teacher to/from a Class

All teachers at the school/campus will automatically appear under *Teachers in School*

**EDIT OR DELETE A CLASS**

Class Name:

**Add or Remove Teachers to/from selected class**

**Teachers in school**

- Fernandes, Maria
- Hibbert, Russell j
- McCormack, Angela A
- Rottura, Elisa E
- Rottura, Elisa J
- zzDemo School 1
- zzDemo School Business Manager
- zzDemo School Council President
- zzDemo School Principal
- zzDemo School Senior Teacher

**Teachers linked to selected class**

- zzDemo School Principal

### Add a teacher to a class

1. Select a class from the *Class name* drop-down menu.
2. Click *Edit Class*.
3. Click on a teacher under *Teachers in School*. To select multiple, but non-sequential teachers, hold down the Ctrl key while clicking on the required teachers.

- Click *Add Teachers*. The teachers should appear on the right under *Teachers Linked to Selected Class*.

### Remove a teacher from a class

- Select a class from the *Class Name* drop-down menu.
- Click *Edit Class*.
- Click on a teacher under *Teachers Linked to Selected Class*.
- Click *Remove Teachers*.

### Add or remove an external teacher

Teachers from other schools or campuses can also be added to the class. This is useful for adding other appropriate users.

### Add an external teacher to a class

Link a teacher not at the school to the selected class				
		Teacher PIN/TOID	Teacher Details	Expiry
Delete	Edit	08412119	Gregory Buck at Roberts McCubbin Primary School	09-Aug-2009
Add to class		<input type="text"/>	<a href="#">Check Teacher</a>	<input type="text"/> (eg: 4-Aug-2006)

- Enter the teacher's eduMail ID in the *Add to class* field.
- Click *Check Teacher* to check the details.
- Enter an expiry date (use the format shown) no more than 90 days from the present date.
- Click *Add to Class*.

### Remove an external teacher from a class

- Click *Delete* next to the teacher's eduMail ID.

### Change the expiry date for an external teacher

- Click *Edit* next to the teacher's eduMail ID.
- Enter an expiry date using the format indicated.

## Other Edit Class Functions

### Change the name and/or code of a class

EDITING CLASS SLPD Practice Class		
Change Class name and/or code		
Name:	<input type="text" value="SLPD Practice Class"/>	Code: <input type="text" value="SLPD"/>
		<input type="button" value="Change"/>

- Enter a *Name* and *Code* for the class in the fields provided.
- Click *Change*.

## Show classes

The *Show Classes* link displays the classes a student has been assigned to. This includes classes in the Mathematics Online Interview and the Fractions and Decimals Online Interview.

1. Click on a student under *Students in school*.
2. Click *Show Classes*.

Class link details for SLPD S08				
Class	Class Code	School	Campus	Application
SLPD Practice Class	SLPD	9999	1	English Online

## Delete class

Classes cannot be deleted if they contain students. This includes if the class contains students *in another application* (i.e. the Mathematics Online Interview or Fractions and Decimals Online Interview). In order to delete a class, the students must first be removed from the class in all three Online Interviews (see [Add or Remove Students to/from a Class](#)).

To delete a class:

1. Select the class to be deleted from the *Class Name* drop-down menu.

2. Ensure that all students have been removed from the class.
3. Click *Delete Class*.

## Manage Students

*Manage Students* is used to search for students matching given criteria. It is used for checking the details of individual students or cohorts of students.

**Manage Classes** to administer classes at your school, to add or remove teachers to or from classes at your school  
**Manage Students** to change student enrolment details, to delete or to archive students  
**User Management** to delegate School Admin access to users at your school, or Admin access to specified users

Click Admin → Manage Students → Search to find student records matching given criteria for:

- individual students
- all students in a class
- all students in the school

## Using the Search Function

1. In multi-campus settings choose the appropriate campus then click *Select School* as shown below.

2. Filter by entering criteria in the available fields or by using the *Class* or *Sort by* drop-down menu.

3. Click *Search*. Records will display as follows

Student ID	Unique ID	First Name	Last Name	Year level	Home Group	Gender	ATS	Date of Birth	School	Campus	Not at my school	Classes	Assessments
2591	AND001_9999	Chris	Anderson	1	HR	M	N	02-Feb-2001	9999	1	<a href="#">Remove</a>	<a href="#">Show Classes</a>	1
2583	DAR002_9999	Alexander	Darling	1	SR	M	N	07-Mar-2001	9999	1	<a href="#">Remove</a>	<a href="#">Show Classes</a>	0
2587	FER004_9999	Max	Ferguson	1	KA	M	N	31-Dec-2000	9999	1	<a href="#">Remove</a>	<a href="#">Show Classes</a>	0
2590	GRA001_9999	Matthew	Grayson	1	HR	M	N	15-Jan-2001	9999	1	<a href="#">Remove</a>	<a href="#">Show Classes</a>	0

### Remove

Click *Remove* if a student appears in the list but is no longer at the school in CASES21. The student will be removed from the list of students at the school.

### Show classes

Click *Show Classes* (as indicated above) to display the class/es the student is in. This function will also display classes in the Mathematics Online Interview and Fractions and Decimals Online Interview, if the student is in classes in these applications. The information will be displayed as follows:

Class link details for TestApr16 Stud_01				
Class	Class Code	School	Campus	Application
April09_0409		9999	1	English Online
April09_0409		9999	1	Mathematics Online

## User Management

User Management assigns or removes administrative access to users at the school. By default, a principal or user logged on with a school or campus account will have administrative access to the English Online Interview and can use the *User Management* function to delegate this level of access to another user.

### Rules for Delegating Administrative Access

The following rules apply:

1. All principals and teachers are associated with a school and campus according to their eduMail credentials.
2. A principal (or user logged on with school/campus account) can use the *User Management* function to delegate administrative access to another user *at the same school and campus*.
3. Any user who has administrative access at the school will be able to manage all students and classes at the school. In multi-campus settings this applies across campuses.

### Assigning Administrative Access to Teacher from a Different School/Campus

1. If an administrator needs to assign administrative access to a user who is not at their school/campus they should email the Student Learning mailbox at [studentlearning@edumail.vic.gov.au](mailto:studentlearning@edumail.vic.gov.au). The subject line should read: *English Online Interview: Add Administrator not at the School*. The body of the email should include the school name, school number, campus number and the eduMail ID of the teacher required to have administrative access.
2. School administrators can view the list of staff at their school with administrative access using the *School Administrator List* function. See [School Administrators List](#).

### Assigning School Administrators

1. Click the *Admin* button on the home page of the online application.
2. Click *User Management* (as indicated in graphic above).

Use your browser Back button to return to the Interview or [Back to homepage](#)

**Manage Classes** to administer classes at your school, to add or remove teachers to or from classes at your school

**Manage Students** to change student enrolment details, to delete or to archive students

**User Management** to delegate School Admin access to users at your school, or Admin access to specified users

3. Click *Next* to display the following screen:

4. Click *School Admin* to display the following screen:

User permission level: **School Admin**

PIN:  
First Name:  
Surname:

5. Enter the appropriate eduMail ID (in the PIN field) or other details to identify the required user.
6. Click *Search* to display the details of the required user.

☐ 15. Hocking, Pamela P
 Roberts McCubbin Primary School

7. Check the box next to the displayed user.
8. Click *Add Selected Users*.
9. Click *Back* button (see below) and repeat steps 5-8 to add all necessary Administrator Users

☐ 15. Hocking, Pamela P
 Roberts McCubbin Primary School

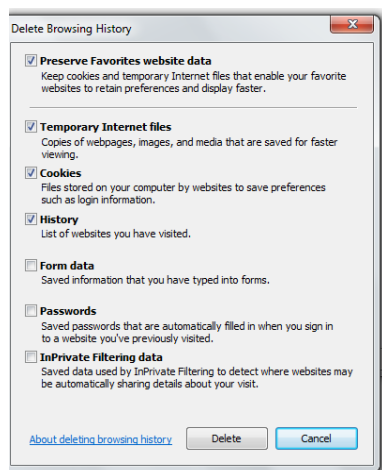
Please note that if you press the back button on your browser during steps 4-8 you may be presented the following screen.

Access	Name	Work Location
No Authorised Users		
Select a button to add user access: <div> <input type="button" value="Deny"/> <input type="button" value="Admin"/> <input type="button" value="Delete"/> </div> <div> <input type="button" value="Edit"/> <input type="button" value="Review"/> <input type="button" value="Add"/> <input type="button" value="Read"/> </div>		
<input type="button" value="Close"/>		

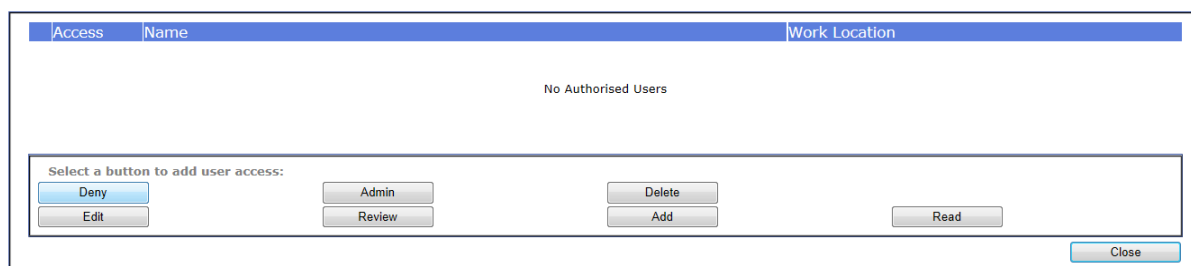
If this occurs please **do not** select the Admin button, rather complete the following steps

1. Clear your browser cache by Selecting in the IE menu Tools, Internet options, General tab, under Browsing history select delete option then ensure the tick boxes are selected as below and press delete.

..



- 2.
3. Close your browser
4. Log back into EOL
5. Follow steps 1-8
6. If the following screen appears again after Step 3 please call the IT Service helpdesk who will be able to assist with the completion of your administration user set up



## Removing School Administrators

1. Follow steps 1–6. Then check the box next to the administrative user you wish to remove.
2. Click *Remove*.



## Manage Assessments

Manage assessments is used to reactivate assessments that have been finalised or to delete an assessment. This situation could arise if, for example, a teacher interviewed a student using the wrong module and needed to re-interview the student. Reactivating the assessment resets it, allowing the teacher to make changes. Deleting the assessment allows the teacher to commence a completely new assessment with a student.

### Steps to manage assessments

1. On the home page click *Admin*, then *Manage Assessments* as shown below.

**Manage Classes** to administer classes at your school, to add or remove teachers to or from classes at your school  
**Manage Students** to search for students and edit some details  
**User Management** to delegate School Admin access to users at your campus, or Admin access to specified users  
**Manage Assessments** to reactivate incorrectly finalised student assessments  
**School Administrators List** to list the administrators for a selected campus

2. In multi-campus settings choose the appropriate campus from the drop down box and then click *Select School* as shown below

**Manage Classes**

Manage classes, based upon the following criteria

**School:**

Baden Powell P-9 College  
 Baden Powell P-9 College - Tarneit Campus

3. Enter any required parameters or use the *Class* or *Sort by* drop-down menus to filter and sort your students. In the example below the class chosen for display is NewOGSE1 and the *Sort by* drop-down menu set to display students in alphabetical order by Last Name.

**Class:**

**Student ID:**

**First name like:**

**Year Level:**

**Sort by:**

**Last name like:**

**Gender:**

4. Click *Search*. A list indicating the assessment status of students will be displayed as follows:

Class:  NewOGSE1   
 Student ID:   
 First name like:  Last name like:   
 Year Level:  Gender:   
 Sort by:  Last Name

Students in cohort: Finalised Assessing Not Started  
 5 1 4 0

This table gives a summary for the selected cohort

Delete	ReActivate	Student ID	Student Unique ID	First Name	Last Name	Year Level	Home Group	Gender	School	Campus	Assessment	Assessment Status	Archive Status
<input type="checkbox"/>	<input type="checkbox"/>	239604	ST_01_9999	ST_01_G	OGSE_UAT_1	0	00A	M	9999	1	Module 1 End Of Year 2010	Finalised	Live
<input type="checkbox"/>	<input type="checkbox"/>	239607	ST_04_9999	ST_04_A	OGSE_UAT_1	0	00A	F	9999	1	Module 1 End Of Year 2010	Assessing	Live
<input type="checkbox"/>	<input type="checkbox"/>	239609	ST_06_9999	ST_06_P	OGSE_UAT_1	0	00A	F	9999	1	Module 2 End Of Year 2010	Assessing	Live
<input type="checkbox"/>	<input type="checkbox"/>	239611	ST_08_9999	ST_08_EP	OGSE_UAT_1	0	00A	F	9999	1	Module 3 End Of Year 2010	Assessing	Live
<input type="checkbox"/>	<input type="checkbox"/>	239613	ST_10_9999	ST_10_EAP	OGSE_UAT_1	0	00A	F	9999	1	Module 4 End Of Year 2010	Assessing	Live

Check this box then click ReActive to return the Assessment Status to Assessing

Check this box then click Delete to allow the student to be re-interviewed using another module

- To reactivate assessments which have been finalised, check the relevant boxes in the *ReActivate* column then click *ReActivate*. After a finalised assessment has been reactivated it can be deleted as described in the next step.
- To delete assessments check the relevant boxes in the *Delete* column then click *Delete*.

Exercise care when deleting assessments. Once an assessment has been deleted it cannot be recovered.

The following graphic shows the result of *reactivating* student ST\_01\_G and *deleting* student ST\_04\_A. The assessment status of Student ST\_01\_G has been returned to *Assessing*. The assessment of ST\_04\_A no longer appears.

Students in cohort: Finalised Assessing Not Started  
 4 0 4 0

Delete	ReActivate	Student ID	Student Unique ID	First Name	Last Name	Year Level	Home Group	Gender	School	Campus	Assessment	Assessment Status	Archive Status
<input type="checkbox"/>	<input type="checkbox"/>	239604	ST_01_9999	ST_01_G	OGSE_UAT_1	0	00A	M	9999	1	Module 1 End Of Year 2010	Assessing	Live
<input type="checkbox"/>	<input type="checkbox"/>	239609	ST_06_9999	ST_06_P	OGSE_UAT_1	0	00A	F	9999	1	Module 2 End Of Year 2010	Assessing	Live
<input type="checkbox"/>	<input type="checkbox"/>	239611	ST_08_9999	ST_08_EP	OGSE_UAT_1	0	00A	F	9999	1	Module 3 End Of Year 2010	Assessing	Live
<input type="checkbox"/>	<input type="checkbox"/>	239613	ST_10_9999	ST_10_EAP	OGSE_UAT_1	0	00A	F	9999	1	Module 4 End Of Year 2010	Assessing	Live

Prev Next

## School Administrators List

The *School Administrators List* allows school administrators to display a list of the default school administrators as well as those who have been delegated administrative access in the Interview through the User Management function or by central office.

1. In multi-campus settings choose the appropriate campus from the drop down box, click *Select School* as shown below, then *Search*. In single campus settings simply click *Search*.

**School Administrators List**

Search for school administrators based upon the following criteria

**School:** Baden Powell P-9 College  
 Baden Powell P-9 College  
 Baden Powell P-9 College - Tarneit Campus

Select School

Search

The graphic below shows how information is displayed. It indicates:

- default users such as the *Principal*, *Campus Principal* and *School Account*
- users delegated using the User Management function (*User Management Delegated*)
- users assigned by central office (*Out-of-School Access*)

Teacher ID	Display Name	Access Level	Teacher School	Teacher Campus	Teacher School Name	Access Details
SS31501	Baden Powell P-9 College	School Admin	5315	1	Baden Powell P-9 College	School Account
SS31502	Baden Powell P-9 College - Tarneit Campus	School Admin	5315	2	Baden Powell P-9 College - Tarneit Campus	School Account
02406464	Bala, Esma E	School Admin	5315	1	Baden Powell P-9 College	User Management delegated
01871146	Baldock, Helen H	School Admin	5315	1	Baden Powell P-9 College	User Management delegated
08072236	Clancy, Debra J	School Admin	5315	1	Baden Powell P-9 College	Campus Principal
08782715	Clarke, Stephen S	School Admin	5315	1	Baden Powell P-9 College	User Management delegated
01130799	Mason, Julie M	School Admin	5315	1	Baden Powell P-9 College	Principal
01801147	Sproal, Cathy M	School Admin	5315	1	Baden Powell P-9 College	User Management delegated
08181132	Vandy, Jason L	School Admin	5315	1	Baden Powell P-9 College	User Management delegated
demo0003	zzDemo School Senior Teacher	School Admin	9999	1	zzDemo School	Out-of-school access

# Pre-Interview Preparations for Teachers

## Becoming Familiar with the Interview

All teachers are encouraged to use the English Online Training System before the formal assessment period commences to familiarise themselves with the modules they will be using with their students as well the reports, downloadable resources and navigation of the Interview. The Training System is available at the following address: [www.eduweb.vic.gov.au/englishonlinetraining](http://www.eduweb.vic.gov.au/englishonlinetraining).

## Preparing the Space and the Resources

Teachers should organise for a quiet comfortable space to conduct the Interview and ensure (as much as possible) that they are not be interrupted whilst interviewing.

The appropriate texts (from the English Online Interview Resource Kits as distributed by the school administrator) should be made ready, with the relevant worksheets printed prior to interviewing. To print the worksheets:

1. Click *Resources* on the homepage to display the screen shown below.
2. Note the printing requirements (per student/per class) for the relevant module.
3. Click the links to the relevant worksheets.
4. Print the required quantities.

Assessment Material Item	Audience	No. of Copies	Module 1	Module 2	Module 3	Module 4	Not Assessed
<a href="#">Initial Sound Sheet</a>	Teacher	1 per class	✓				
<a href="#">Alphabet Recording Sheet</a>	Student	1 per student	✓	✓			
<a href="#">Alphabet Sheet</a>	Teacher	1 per class	✓	✓			
<a href="#">Annotated Writing Samples for Writing Task Assessment</a>	Teacher	1 per class	✓	✓	✓	✓	
<a href="#">'ick' word sheet</a>	Teacher	1 per class		✓			
<a href="#">The Beach Ball Running Record Sheet</a>	Student	1 per student		✓			
<a href="#">P Word Sheet</a>	Teacher	1 per class			✓		
<a href="#">Spelling Sheet – Student</a>	Student	1 per student			✓	✓	
<a href="#">Spelling Words – Teacher</a>	Teacher	1 per class			✓		
<a href="#">Blackie's Holiday Running Record Sheet</a>	Student	1 per student			✓		
<a href="#">Spelling Words – Teacher</a>	Teacher	1 per class				✓	
<a href="#">Tiger and the Big Wind Running Record Sheet</a>	Student	1 per student				✓	

## Checking the Class Setup

Before interviewing, teachers should confirm that they can access their class/es and that all required students have been allocated correctly. To check the class set up:

1. Click the *Class* drop-down menu to check that the appropriate class appears in the list.
2. Scroll through the *Students* drop-down menu to check that all students have been allocated to the class.

**Student View** **Assessment View**

Resources Reports Groups Logout

**Class:** Training

**Students:** --Select--  
 --Select--  
 STUDENT01 Jessica  
 STUDENT02 Connor  
 STUDENT03 Krista  
 STUDENT04 Mehya  
 STUDENT05 Paige  
 STUDENT06 Harrison  
 STUDENT07 Cody  
 STUDENT08 Amy  
 STUDENT09 Isha

**Selected Student:** No student selected  
**Selected Class:** Training  
**Current Assessment Period:**  
**Last Assessed:**  
**Assessment Status:** Not Currently Assessing

## Checking Student Details

Before interviewing, teachers should check that the student details in the Interview are correct. Check student details as follows:

1. From the *Class* drop-down menu select the appropriate class. (If a teacher has been provided access to a class which is not at the teacher's school or campus an asterisk will be displayed beside the class name).
2. From the *Students* drop-down menu select a student.

**Student View** **Assessment View**

Resources Reports Groups Logout

**Class:** Training

**Students:** STUDENT01 Jessica

**Selected Student:** STUDENT01 Jessica  
**Selected Class:** Training  
**Current Assessment Period:** End Of Year 2009  
**Last Assessed:** No record of Assessment  
**Assessment Status:** Not Currently Assessing  
**Start Assessment:** --Select Module-- Start

**Student Details** Last updated: 04-Aug-2009

**Student ID:** 1160 **Student UniqueID:** AND0005\_33 VIC  
**Student First Name:** Jessica **Student Surname:** STUDENT01  
**Student Middle Name:** **Date Of Birth:** 06-Nov-2002  
**Gender:** F **Year Level:** 1  
☐ **Aboriginal or Torres Strait Islander** **Home Group:** TR01  
☒ **English as a second language**  
☒ **Student has been learning English for less than a year** **ESL Stage:** Unknown

3. Check that student details (name, date of birth etc.) are accurate.
4. Contact the bursar (or CASES21 coordinator) if student details are incorrect.

## Checking CASES21 Details

If any student details in the Interview *are not correct*, they should be checked first in CASES21. For further information on updating student details in the English Online Interview see [Automatic Update of Student Details from CASES21](#).

## Entering ESL Information

If a student is recorded as an ESL student in CASES21, then further information *must* be entered and updated in the Interview before an assessment can commence.

Enter ESL information as follows:

1. From the *ESL Stage* drop-down menu select from the available options. Note that the ESL stage refers to Speaking and Listening only. Further information on ESL Stages is available from the ESL Continuum at: [www.education.vic.gov.au/studentlearning/teachingresources/esl/default.htm](http://www.education.vic.gov.au/studentlearning/teachingresources/esl/default.htm).
2. Tick the box *Student has been Learning English for Less than a Year*, if appropriate.
3. Click *Update Details*. Once the ESL details have been updated they will be retained by the system for the duration of the assessment period.

**Student View** *Assessment View*

Class: Training

Students: STUDENT03 Krista

Resources Reports Groups Logout

**Selected Student:** STUDENT03 Krista  
**Selected Class:** Training  
**Current Assessment Period:** End Of Year 2009  
**Last Assessed:** No record of Assessment  
**Assessment Status:** Not Currently Assessing  
**Start Assessment:** --Select Module-- Start

**Student Details** Last updated 04-Aug-2009

**Student ID:** 1145 **Student UniqueID:** BAM0001\_33 VIC  
**Student First Name:** Krista **Student Surname:** STUDENT03  
**Student Middle Name:** **Date Of Birth:** 25-Jan-2002  
**Gender:** F **Year Level:** 2  
☐ **Aboriginal or Torres Strait Islander** **Home Group:** TR01

☒ **English as a second language**

☒ **Student has been learning English for less than a year** **ESL Stage:** A1.2

Last updated 26-Aug-2009 **Update Details**

## Update Error Message

If ESL details are not updated, the following error message will appear. Update the details before proceeding.

**There was an error carrying out your last request**

**Detailed description of the error:**

Student Auxillary (ESL and Disability) details have not been updated within the prescribed period prior to assessment

## Assigning Students to Groups

Teachers can create groups using the *Groups* button on the home page. This may be useful to distinguish achievement between particular groups, for example:

- Boys/ Girls
- ESL students

- Year 1 students (in a composite grade)



## Create Group

1. Click the *Groups* button

The screenshot shows the top navigation bar with buttons for Resources, Reports, Groups (highlighted with a red box), and Logout. Below the navigation bar, the following information is displayed:

**Selected Student:** STUDENT03 Krista 1145  
**Selected Class:** Training  
**Current Assessment Period:** End Of Year 2009  
**Last Assessed:** No record of Assessment  
**Assessment Status:** Not Currently Assessing  
**Start Assessment:** --Select Module-- [Start]

Below this information, there are two sections for group management:

**Create New Group**  
**Group Name:** [Text Field] [Create Group] (The 'Create Group' button is highlighted with a red box.)

**Edit or Delete Existing Group**  
**Group:** -- Select -- [Edit Group] [Delete Group]

2. Enter a name in the *Group Name* field.
3. Click *Create Group*.

## Edit Group (To Add or Remove Students)

1. Select a group from the *Group* drop-down menu. The following screen displays:

The screenshot shows the 'EDIT A GROUP' screen. At the top, it says 'Add or Remove Students to/from group: Group 1'. Below this, there are two main sections:

**Students in selected class but not in Group** (This section is highlighted with a red box.)

A list of students is shown in a scrollable box:

- Anderson Chris
- S05\_C001 Student
- S06\_C001 Student
- S07\_C001 Student
- S08\_C001 Student
- S09\_C001 Student
- S10\_C001 Student
- S11\_C001 Student
- S12\_C001 Student
- S13\_C001 Student

Below the list is an 'Add Students' button.

**Students already in Group** (This section is highlighted with a red box.)

A list of students is shown in a scrollable box:

- S01\_C001 Student
- S02\_C001 Student
- S03\_C001 Student
- S04\_C001 Student

Below the list is a 'Remove Students' button.

2. Click on a student\* on the list at left and click *Add Student*, or click on a student at right and click *Remove student* as required.

\*To select multiple, but non-sequential students, hold down the Ctrl key while clicking on the required students.

## Delete Group

Groups can only be deleted if empty. All students must be deleted from a group (as explained above) before the group can be deleted.

To delete a group:

1. Select a group from the *Group* drop-down menu.
2. Click *Delete Group*.

# Conducting an Assessment

## Selecting a Class, Student, Module or Exemption

Teachers will only see classes to which they have been added. Generally teachers will be added to only one class which will appear by default in the *Class* drop-down menu. If a teacher has been provided access to a class which is not at the teacher's school or campus an asterisk will be displayed beside the class name. If no classes appear, contact your English Online Interview s school administrator.

Follow the steps below to commence an assessment after completing the preparations described in the preceding section.

1. From the *Class* drop-down menu, select the appropriate class (if more than one is available).

School: 9999 - zzDemo School Teacher: demo0003 - zzDemo School Senior Teacher

Student View Assessment View

Class: 1 NewOGSE1

Students: 2 OGSE\_UAT\_1 ST\_04\_A

Resources Reports Groups Logout

Selected Student: OGSE\_UAT\_1 ST\_04\_A

Selected Class: NewOGSE1

Current Assessment Period: End Of Year 2010

Last Assessed: No record of Assessment

Assessment Status: Not Currently Assessing

Start Assessment: 3 --Select Module-- 4 Start

Student Details Last updated from

Student ID: 239607 UniqueID: ST\_04\_9999 VIC

Student First Name: ST\_04\_A Student Surname: OGSE\_UAT\_1

Student Middle Name: Date Of Birth: 18-Aug-2004

Gender: F Year Level: 0

☒ Aboriginal or Torres Strait Islander Home Group: 00A

Module 1  
Module 2  
Module 3  
Module 4  
Not Assessed

2. From the *Students* drop-down menu, select the appropriate student (the selected student's details will appear to the right of screen).
3. Check that student details are correct.
4. From the *Select Module* drop-down menu do one of the following:
  - a. Select the appropriate module. For further information on module selection see: [www.eduweb.vic.gov.au/edulibrary/public/teachlearn/student/eoiadminmodselect.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/teachlearn/student/eoiadminmodselect.pdf).
  - b. Select **Not Assessed** to record an exemption
5. Click *Start*. Either of the following will occur:
  - a. If you selected a non-recommended module, for example Module 2 for a Prep student, you will be prompted to *confirm* your selection. Once your module selection has been accepted by the system, the screen defaults to *Assessment View*. This is described in the following section.
  - b. If you selected **Not Assessed** you will be asked to indicate the exemption as shown below. Check the appropriate option then click *Next* to finalise the assessment.

**Not Assessed - Task 1**

1 Non-assessment of a student is only permitted if the student's situation meets one of the definitions below.

Select the relevant option:

- **Exemption** - Student is deemed to be unsuitable for assessment in advance of it taking place. This is for students who have a significant intellectual disability such that he/she cannot perform in an assessment situation.
- **Withdrawal (sickness)** - Student is capable of being assessed but has a temporary disability, disorder or sickness and cannot complete the assessment.
- **Withdrawal (other absence)** - Student is capable of being assessed but is not available during the assessment period.

[Save](#) [Next >>](#)

## Assessment View – Screen Layout

There are three main sections of the screen in *Assessment View* as indicated in the following graphic:

<p><b>Student View</b> <a href="#">Assessment View</a></p> <p><b>Student:</b> S01 SLPD <b>Class:</b> SLPD Practice Class</p> <p><a href="#">Save and Pause Assessment</a></p> <p><b>Student Assessment</b></p> <p><b>Module 1</b></p> <ol style="list-style-type: none"> <li>1 Oral Language <span style="border: 1px dotted black; padding: 2px;">← Current Task</span></li> <li>2 Phonemic Awareness</li> <li>3 Cup Cakes</li> <li>4 Words and Sounds</li> <li>5 Clever Max</li> <li>6 Clever Max Writing Activity</li> <li>Finalise Assessment</li> </ol>	<p><b>Module 1</b></p> <p><b>Task 1. Oral Language</b></p> <p><a href="#">Hide Help</a></p> <p>1 Initiate a discussion with the student to assist you to assess elements of his/her oral English language development. (approx. 2-3 minutes) Use this discussion and your prior knowledge of the student's characteristic use of English in the classroom to complete the following checklist.</p> <p>Topics for discussion should be around everyday school-based contexts, such as classroom activities, friends, favourite games, what they enjoy learning about.</p> <p><i>e.g. I'd like us to talk about what you do at school. Let's talk about your favourite activity. Tell me about your friends/some of the children you play with. Tell me about something you like learning at school.</i></p> <p>2 Make the discussion as interactive as possible, encouraging the student to expand on initial statements, for example, by explaining, describing, clarifying, justifying, hypothesising, predicting, expressing preferences, or asking questions of you. Ask the student 'how', 'when', 'where', 'why' questions.</p> <p><b>Question 1. Participation/Engagement</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> demonstrates active, purposeful engagement, shows overall good communication skills, including appropriate turn-taking</li> <li><input type="radio"/> demonstrates engagement, shows generally successful communication skills, including turn-taking</li> <li><input type="radio"/> demonstrates little purposeful engagement</li> <li><input type="radio"/> no attempt</li> </ul> <p><b>Question 2. Spoken text structure</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> sequences ideas logically and clearly with little rephrasing, prompting or questioning</li> <li><input type="radio"/> sequences ideas logically and clearly with some rephrasing, prompting or questioning</li> <li><input type="radio"/> needs much prompting and questioning to produce a coherent text, or to expand on ideas</li> <li><input type="radio"/> no attempt</li> </ul>
--	---

## Tasks

The tasks for the selected module will be listed and numbered on the left of screen with the current task surrounded by a dotted box. Tasks can be selected by clicking on the name of the task in the list as indicated below. A tick will appear beside a task when all questions in the task are complete.





**Student Assessment**

**Module 2**

- 1 Oral Language
- 2 Phonemic Awareness
- 3 The Beach Ball ✓
- 4 Words and Sounds ←
- 5 'Ick' Words
- 6 The Lunch Boxes
- 7 The Lunch Boxes Writing Activity
- Finalise Assessment

## Instructions and Script

The instructions to teachers and the script for teachers to use with students appear on top right of the screen. The following icons assist teachers to identify the different elements of the information provided.

	Link to switch instructions on or off
	Instructions to teachers
	Script for teachers
	Equipment required

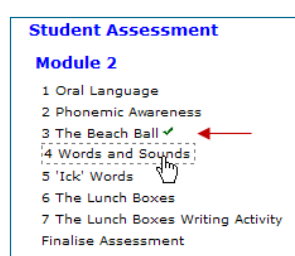
## Questions

Questions are presented below the instructions and script. All questions for a given task will appear in a single window. Scroll down to reveal the next question as required.

## Selecting Tasks and Entering Student Responses

After the *Start* button is clicked, the Interview defaults to the first task in the given module. After completing all the questions in a given task, click *Next* at the bottom of the screen to navigate to the next successive task. Alternatively, tasks can be selected by clicking on the name of the task in the list at top left of the screen. Once a task is selected, read the instructions and/or script at the top of the page and then:

1. Complete the questions by selecting the most appropriate student response.
2. Scroll down when required to see the next question.
3. When all questions in a task are complete, a tick will appear beside the task in the list at the top left of screen as shown below:



4. Click *Next* at the bottom of the screen to go to the next task or click on a task directly from the list at the top left of screen. If *Next* is clicked and all questions for the task are not complete a message such as the following is displayed.

**There was an error carrying out your last request**

Detailed description of the error:

Task cannot be completed unless a response is recorded for each item.  
Question **Strategies** below is incomplete.

A response must be entered for every question in every task in order to finalise the assessment and generate reports.

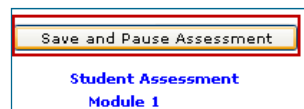
## Progressing through the Tasks – Choosing Task Order

Tasks can be completed in any order. However wherever possible it is preferable to administer tasks in the order they are presented. Teachers should note the following advice on task order:

- *Task 1* in all modules is the conversation. This task is intended as an ice-breaker to help the student feel comfortable in the one-to-one interview situation. As well as providing a context for answering all subsequent questions, it provides an opportunity to assess the student's speaking and listening skills.
- *Task 2 and Task 4* in Modules 1, 2 and 3 focus on different aspects of hearing sounds in words. It is essential that these tasks are separated by Task 3. Students may become confused between the instructions for each of these tasks if they are administered sequentially. Task 2 is generally easier than Task 4. It is preferable that Task 2 is administered first to give students confidence. The strongly recommended order for these tasks is Task 2, Task 3 then Task 4.
- The writing task in each of the modules must be administered after the preceding task in which the students hear and retell a story and answer comprehension questions. The writing task can be administered to small groups or the whole class after students have completed the preceding task.

## Saving and Pausing an Assessment

An assessment can be saved at any time by clicking *Save and Pause Assessment* as depicted below.



To resume the assessment at a later time, reselect the student and module and click *Continue*.

## Terminating a Task if a Student Cannot Continue

In some circumstances it may be necessary to terminate a task before all questions in the task have been attempted by the student. This may occur if the student is clearly unable to provide further answers to the questions in the task. For example some ESL students in the early stage of their ESL learning may have insufficient English to understand or respond to some tasks.


Where it is clear that a student cannot continue with a particular task, the 'no attempt' option can be selected or the assessment can be paused.

In some circumstances, it may be necessary to use the *Save and Pause Assessment* button and continue the Interview at a later time. The tasks are very different in nature, and students may be able to respond to some but not others. Each student should have an opportunity to attempt every task.

## Finalising the Assessment

A response must be entered for all questions in a module before the assessment can be finalised.

After the last task is complete, the teacher clicks *Finalise Assessment* as indicated below. No further changes can be made. Finalised assessments are used as the basis of reports outlined in the following section.

<b>Student View</b> <a href="#">Assessment View</a>  <b>Student:</b> S02 SLPD <b>Class:</b> SLPD Practice Class  <input type="button" value="Save and Pause Assessment"/>  <b>Student Assessment</b> <b>Module 4</b>	<b>Module 4</b>   The assessment is now complete.  Put the materials away and thank the student.  Click on the button below to finalise this assessment  <input type="button" value="Finalise Assessment"/>
---	--

## Logging Out

When finished using the English Online Interview, click the *Logout* button on the home page to exit the system.

# Reports

A range of reports can be generated using the English Online Interview. Reports can only be generated for students whose assessment/s have been *finalised* (see [Finalising the Assessment](#)).

## Student Cohorts

Reports can be generated for an individual student, a pre-defined group or a whole class.

- Teachers can only generate reports for their own classes.
- School administrators can generate reports for any class as well for the whole school.

## Report Parameters

The following report parameters can be selected for each report:

- Assessment period
- Dimension (Speaking and Listening, Reading, Writing, All)
- Report *view* (Tabular or Graphical) and report *format* (see [Report Views and Formats](#)).

## Report Filters

Reports may also be further refined using the following filters:

- Year Level
- Gender
- ATSI Status
- ESL Status
- Date of birth.

## Report Views and Formats

All reports can be displayed in *tabular view*. Some reports are also available in *graphical view*. All reports can be saved in Excel *format* to allow further interrogation of data.

Users can choose the *view* (tabular or graphical) and *format* (Excel, HTML or PDF) of a report prior to generating it.

- Tabular reports are available in Excel, HTML and PDF format. Some Tabular HTML reports can be sorted (ascending or descending) by clicking on the arrows displayed in the applicable column headings.
- Graphical reports are available in HTML or PDF format.



## Steps for Generating a Report

The general process for generating *any* report is illustrated by the following example, which outlines the steps to generate the *VELS by Student* report for a *class*.

1. On the home page click *Reports* to display the following screen. (Click the *Report Help* icon represented by a blue question mark to view the names and descriptions of all reports.)

**Generate Report**

I am creating this report for:

Select the report you wish to generate:

Class

--Select Report--

Student Details Report

Assessment Status (Quick) Report

Assessment Status (Detailed) Report

VELS by Student Report

Group Comparison Report

Group Summary Report

2. From the first drop-down menu select *Class* and from the second drop-down menu select *VELS by Student Report*.

**School: zzDemo School 1**

Select Class:  Training  (Optional)

3. If the report is required for the whole class, proceed to step 7. If the report is required for selected students, click *Choose Students* to display the following screen. Then continue from step 4.

**Students in class**

STUDENT19 Angus

STUDENT20 Thurston

STUDENT21 Seth

STUDENT22 Emily

STUDENT23 Tyler

STUDENT24 Sasha

STUDENT25 Rhys

STUDENT26 Bailey

STUDENT27 Taylah

STUDENT28 Declan

**Students in report**

4. Click on the first required student.
5. Hold the Ctrl key while clicking on other required students.
6. Click *Add to selection*.

The selected students will be added under *Students in Report*. Now move to the *Report Parameters* and *Additional Report Filters* section as shown in following screen.

**Report Parameters**

Select the parameters you wish to use for your report from the options below

**Assessment Period:**  
**Dimension:**  
**Report View:**  
**Report Format:**



End Of Year 2009  
All  
Graphical  
HTML

**Additional report filters**

The following additional filters are available for your selection  
NOTE that they are optional and do not have to be defined

**Year Level:**  
**Gender:**  
**ATSI Status:**  
**ESL Status:**

--Select--  
--Select--  
--Select--  
--Select--

**Date of Birth From:**   **To:**   e.g. 11-Dec-2008

**Generate Report**

7. Enter any *Report Parameters* or *Additional Report Filters* using the drop-down menus provided. You can also enter a *Date of Birth* range by clicking the calendar icons next to the *From* and *To* fields.
8. Click *Generate Report*.

The report will be displayed on screen or a pop up will display (for PDF or Excel formats) prompting you to save the file. (For an example of the report generated using the parameters above, see page 38.)

## Appendix 1: Report Examples

### Summary

Reports can be generated for groups of students or for individual students.

### Reports for Groups of Students

The reports below can be generated for pre-defined groups, classes, year levels, or schools.

Report	Views available
1. Student Details Report	Tabular
2. Assessment Status (Quick) Report	Tabular
3. Assessment Status (Detailed) Report	Tabular
4. VELs by Student Report	Tabular and graphical
5. Group Comparison Report	Tabular and graphical
6. Group Progression Report	Tabular and graphical
7. Group Summary Report	Tabular and graphical

### Reports for Individual Students

The reports below can be generated for individual students.

Report	Forms available
8. Student Progression Report	Tabular and graphical
9. Student Response Summary Report	Tabular
10. Finalised Assessment Report	Tabular

## 1. Student Details Report

This report summarises the personal and demographic details of students in the chosen cohort and indicates the assessments which have been completed.

English Online Interview									
Student Details Report on 04-Nov-2010									
<b>School Name:</b> zzDemo School <b>Report Generated By:</b> zzDemo School Senior Teacher <b>Student Selection:</b> Class : Training <b>Total No. Students in Report:</b> 28 <b>Student Name:</b> N/A <b>Additional Filters Applied:</b> None	<b>Assessment Module:</b> N/A <b>Assessment Period:</b> N/A <b>Dimension:</b> All <b>Sort Order:</b> N/A <b>Comparison Cohort:</b> N/A								
<b>Student Name:</b> STUDENT01 Jessica <b>Student ID:</b> 1160 <b>Student UniqueID:</b> AND0005_33  <b>Date of Birth:</b> 06-Nov-2002 <b>Gender:</b> F <b>Year Level:</b> 1 <b>Home Group:</b> TR01 <b>Class:</b> Training <b>Last Assessed:</b> 10-Feb-2009	<b>ATSI Status:</b> No <b>ESL Status:</b> Yes <b>ESL less than a year:</b> Yes <b>ESL Stage:</b>								
<table border="1"> <thead> <tr> <th>Completed Assessments</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Module 3 Start Of Year 2010</td> <td>13-Jul-2009</td> </tr> <tr> <td>Module 2 Start Of Year 2009</td> <td>13-May-2009</td> </tr> <tr> <td>Module 2 End Of Year 2008</td> <td>27-Oct-2008</td> </tr> </tbody> </table>	Completed Assessments	Date	Module 3 Start Of Year 2010	13-Jul-2009	Module 2 Start Of Year 2009	13-May-2009	Module 2 End Of Year 2008	27-Oct-2008	
Completed Assessments	Date								
Module 3 Start Of Year 2010	13-Jul-2009								
Module 2 Start Of Year 2009	13-May-2009								
Module 2 End Of Year 2008	27-Oct-2008								

## 2. Assessment Status (Quick) Report

This report summarises the assessment status of all students in the selected cohort. It provides a quick overview of the current status of assessments during an assessment period.

English Online Interview																																				
Assessment Status (Quick) Report on 24-Aug-2009																																				
<b>School Name:</b> zzDemo School 1 <b>Report Generated By:</b> zzDemo School Senior Teacher  <b>Student Selection:</b> Class : Training <b>Additional Filters Applied:</b> No filters found	<b>Assessment Period:</b> End Of Year 2008  <b>Dimension:</b> All																																			
<table border="1"> <thead> <tr> <th colspan="5">Quick Summary</th> </tr> <tr> <th>Year Level</th> <th>Not Started</th> <th>Assessing</th> <th>Finalised</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Prep</td> <td>0</td> <td>0</td> <td>1</td> <td>1</td> </tr> <tr> <td>Year 1</td> <td>0</td> <td>0</td> <td>8</td> <td>8</td> </tr> <tr> <td>Year 2</td> <td>0</td> <td>0</td> <td>10</td> <td>10</td> </tr> <tr> <td>3</td> <td>0</td> <td>1</td> <td>8</td> <td>9</td> </tr> <tr> <td><b>Total</b></td> <td><b>0</b></td> <td><b>1</b></td> <td><b>27</b></td> <td><b>28</b></td> </tr> </tbody> </table>		Quick Summary					Year Level	Not Started	Assessing	Finalised	Total	Prep	0	0	1	1	Year 1	0	0	8	8	Year 2	0	0	10	10	3	0	1	8	9	<b>Total</b>	<b>0</b>	<b>1</b>	<b>27</b>	<b>28</b>
Quick Summary																																				
Year Level	Not Started	Assessing	Finalised	Total																																
Prep	0	0	1	1																																
Year 1	0	0	8	8																																
Year 2	0	0	10	10																																
3	0	1	8	9																																
<b>Total</b>	<b>0</b>	<b>1</b>	<b>27</b>	<b>28</b>																																
<table border="1"> <thead> <tr> <th>Student Class Assignment</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Assigned Students</td> <td>28</td> </tr> <tr> <td>Unassigned Students</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td><b>28</b></td> </tr> </tbody> </table>		Student Class Assignment	Total	Assigned Students	28	Unassigned Students	0	<b>Total</b>	<b>28</b>																											
Student Class Assignment	Total																																			
Assigned Students	28																																			
Unassigned Students	0																																			
<b>Total</b>	<b>28</b>																																			

### 3. Assessment Status (Detailed) Report

This report provides the same information as the *Assessment Status (Quick) Report* but also provides details of the assessments of individual students. It is useful for checking the assessment status of individual students during an assessment period.

English Online Interview

Assessment Status (Detailed) Report on 24-Aug-2009

School Name: zzDemo School 1

Report Generated By: zzDemo School Senior Teacher

Student Selection: Class : Training

Additional Filters Applied: No filters found

Assessment Period: End Of Year 2008

Dimension: All

Quick Summary

Year Level	Not Started	Assessing	Finalised	Total
Prep	0	0	1	1
Year 1	0	0	8	8
Year 2	0	0	10	10
3	0	1	8	9
Total	0	1	27	28

Student Class Assignment	Total
Assigned Students	28
Unassigned Students	0
Total	28

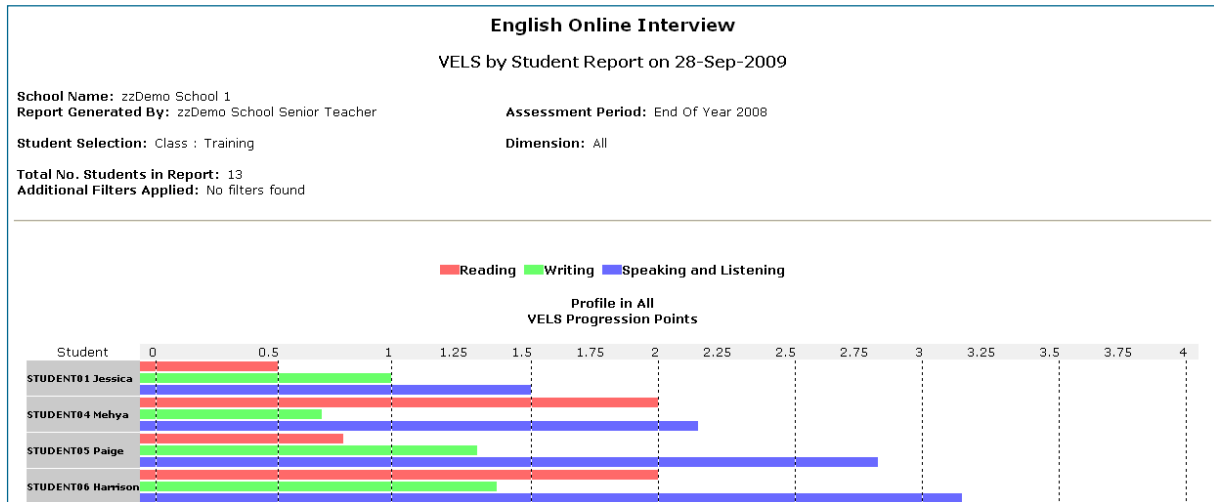
Detailed Summary

Student ID	Student UniqueID	Student First Name	Student Last Name ^	Home Group	Teacher	Year Level	Assessment Module	Status
1145	BAM0001_33	Krista	STUDENT03	TR01	02374176	2	Module 3	Finalised
1146	CAI0004_33	Paige	STUDENT05	TR01	08221384	2	Module 3	Finalised
1149	FOR0007_33	Samuel	STUDENT11	TR01	08221384	2	Module 3	Finalised
1151	JOG0004_33	Erin	STUDENT15	TR01	08221384	0	Module 2	Finalised

## 4. VELs by Student Report

This report presents the estimated VELs score on the different dimensions of the English domain for each student in a chosen cohort. The VELs score is presented in increments of 0.1.

### Graphical View



### Tabular View

In tabular view, the *Next Progression Point* is presented alongside the estimated VELs score for each student and for each dimension.

**English Online Interview**  
VELs by Student Report on 24-Aug-2009

**School Name:** zzDemo School 1  
**Report Generated By:** zzDemo School Senior Teacher  
**Assessment Period:** End Of Year 2008  
**Student Selection:** Class : Training  
**Dimension:** All  
**Total No. Students in Report:** 28  
**Additional Filters Applied:** No filters found

VELs By Student									
Student ID	Student UniqueID	Student First Name ^	Student Last Name ^	Estimated VELs Score (R) ^	Next Progression Point (R)	Estimated VELs Score (W) ^	Next Progression Point (W)	Estimated VELs Score (SL) ^	Next Progression Point (SL)
1160	AND0005_33	Jessica	STUDENT01	2.3	2.5	2.8	3	4	4
1161	BAL0007_33	Connor	STUDENT02	3.3	3.5	1.3	1.5	1.1	1.25
1145	BAM0001_33	Krista	STUDENT03						
1162	BAT0005_33	Mehya	STUDENT04	3.6	3.75	2	2	3.1	3.25
1146	CAI0004_33	Paige	STUDENT05	0.8	1	1.3	1.5	2.8	3
1163	CAR0003_33	Harrison	STUDENT06	2	2	1.4	1.5	3.2	3.25
2664	CHA0009_33	Cody	STUDENT07	0.7	1	0.8	1	0.3	0.5

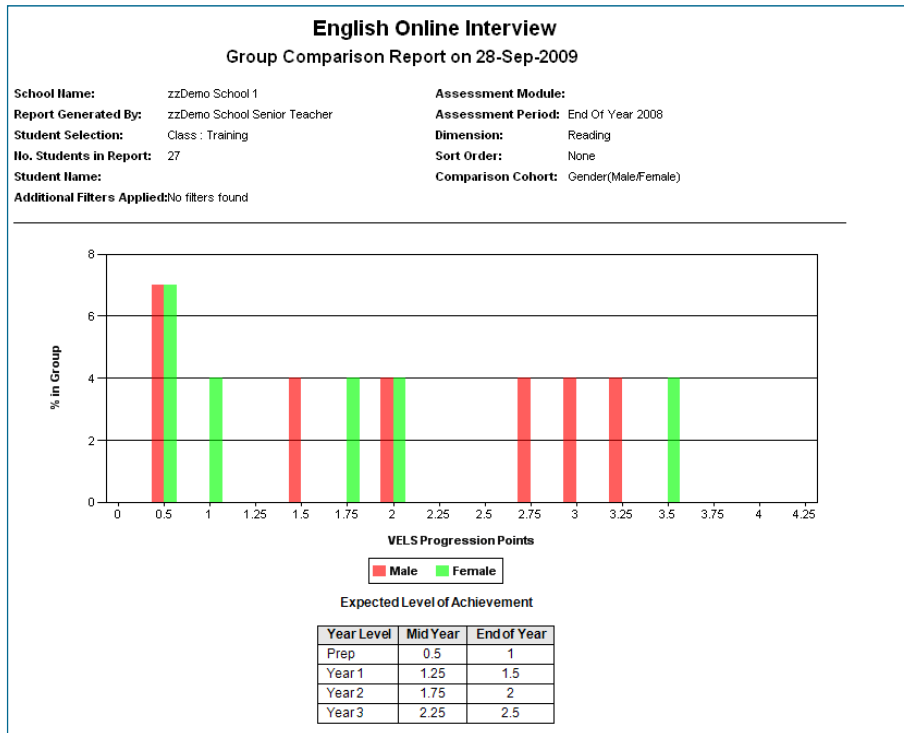
## 5. Group Comparison Report

This report is used to compare the VELS progression points achieved by students in two student cohorts, as selected by the user. For example, male v female or ESL v non-ESL. The percentage of students achieving a given VELS progression point is displayed for each cohort.

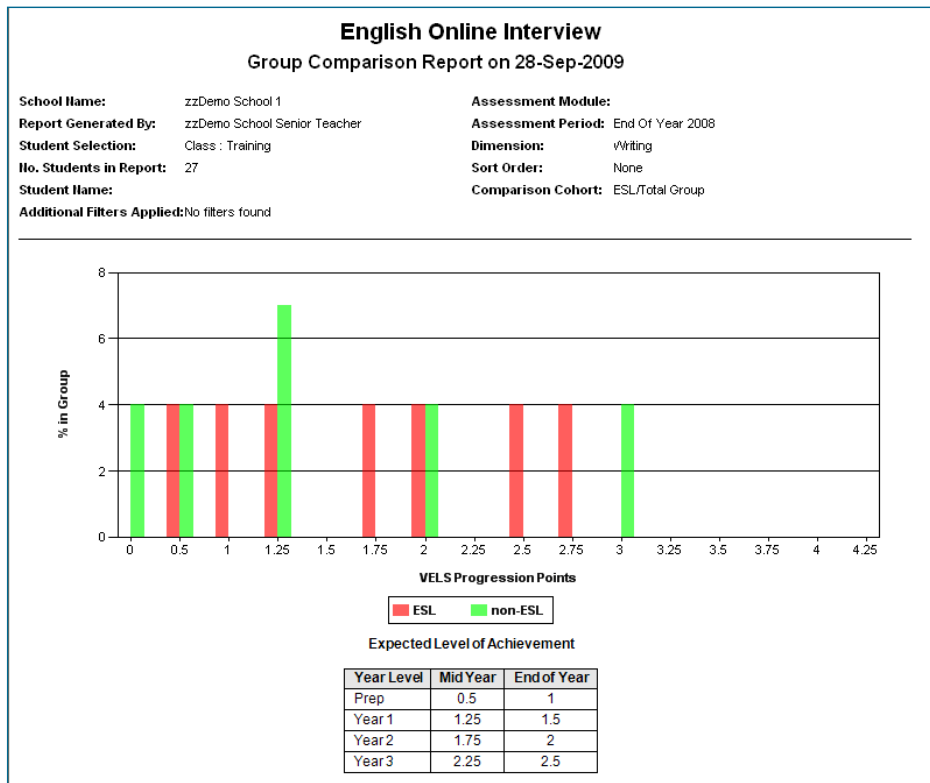
### Graphical View

In graphical view, each dimension must be selected *separately*.

#### Male v Females (Reading Dimension)



## ESL v Total Group (Writing)



## Tabular View

In tabular view, all dimensions are shown in one table.

**English Online Interview**  
Group Comparison Report on 24-Aug-2009

**School Name:** zzDemo School 1  
**Report Generated By:** zzDemo School Senior Teacher  
**Student Selection:** Class : Training  
**Total No. Students in Report:** 27  
**Comparison Cohort:** Gender(Male/Female)  
**Additional Filters Applied:** No filters found

**Assessment Period:** End Of Year 2008  
**Dimension:** Reading

VELs Progression Point	No. Females (R)	% Females (R)	No. Males (R)	% Males (R)	No. Females (W)	% Females (W)	No. Males (W)	% Males (W)	No. Females (SL)	% Females (SL)	No. Males (SL)	% Males (SL)
0	0	0	0	0	1	4	0	0	1	4	0	0
0.5	2	7	2	7	1	4	1	4	1	4	1	4
1	0	0	1	4	0	0	1	4	0	0	0	0
1.25	0	0	0	0	2	7	1	4	0	0	0	0
1.5	1	4	0	0	0	0	0	0	0	0	1	4
1.75	0	0	1	4	1	4	0	0	0	0	1	4
2	1	4	1	4	0	0	2	7	1	4	1	4
2.25	0	0	0	0	0	0	0	0	0	0	0	0



## 6. Group Progression Report

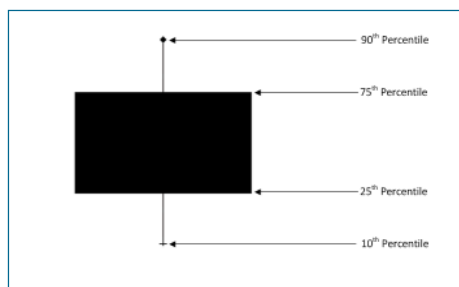
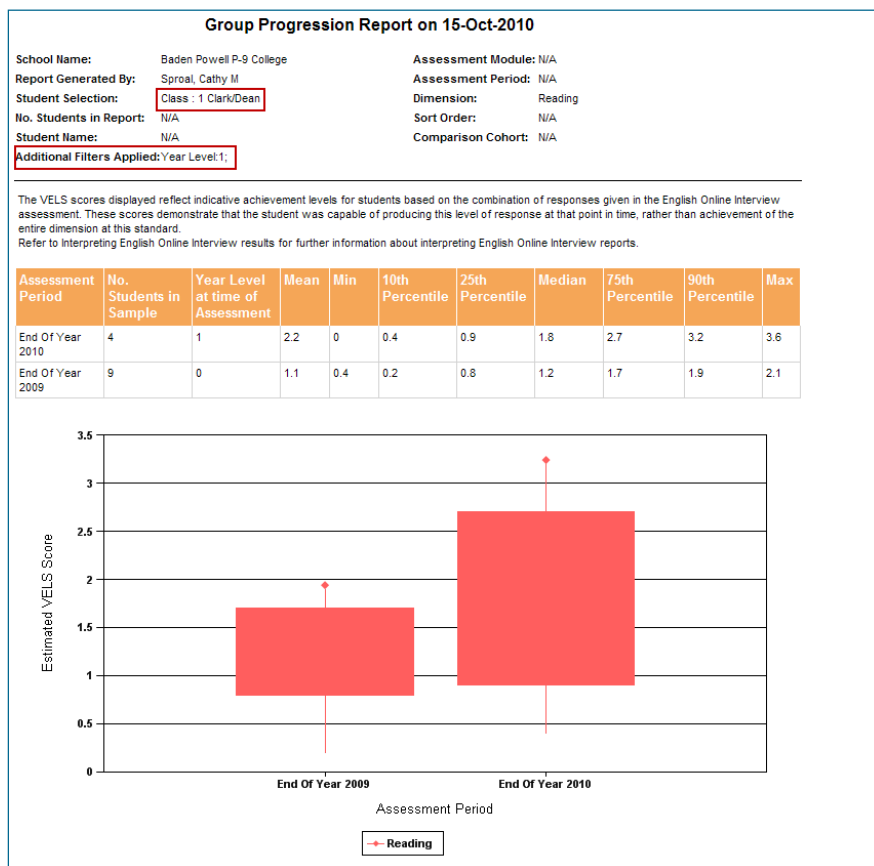
This report is run for a class or school. The user *must select a year level*. For the given class or school, the report identifies the students who are *currently in the selected year level* who have assessment records in the English Online Interview. The report displays data on the overall spread of achievement for each recorded assessment period.

Example – The report below shows that:

- there are four students in the selected class *who are currently in Year 1* who have assessment data for the End of Year 2010 assessment (dummy assessment period).
- there are nine students in the selected class who are *currently in Year 1* who have assessments in the End of Year 2009 assessment period at which time they were in Prep.

The black key below the chart identifies the different components displayed in the report.

### Graphical View



## Tabular View

English Online Interview

Group Progression Report on 24-Aug-2009

School Name: zzDemo School 1

Report Generated By: zzDemo School Principal

Student Selection: Students at a school

Dimension: Reading

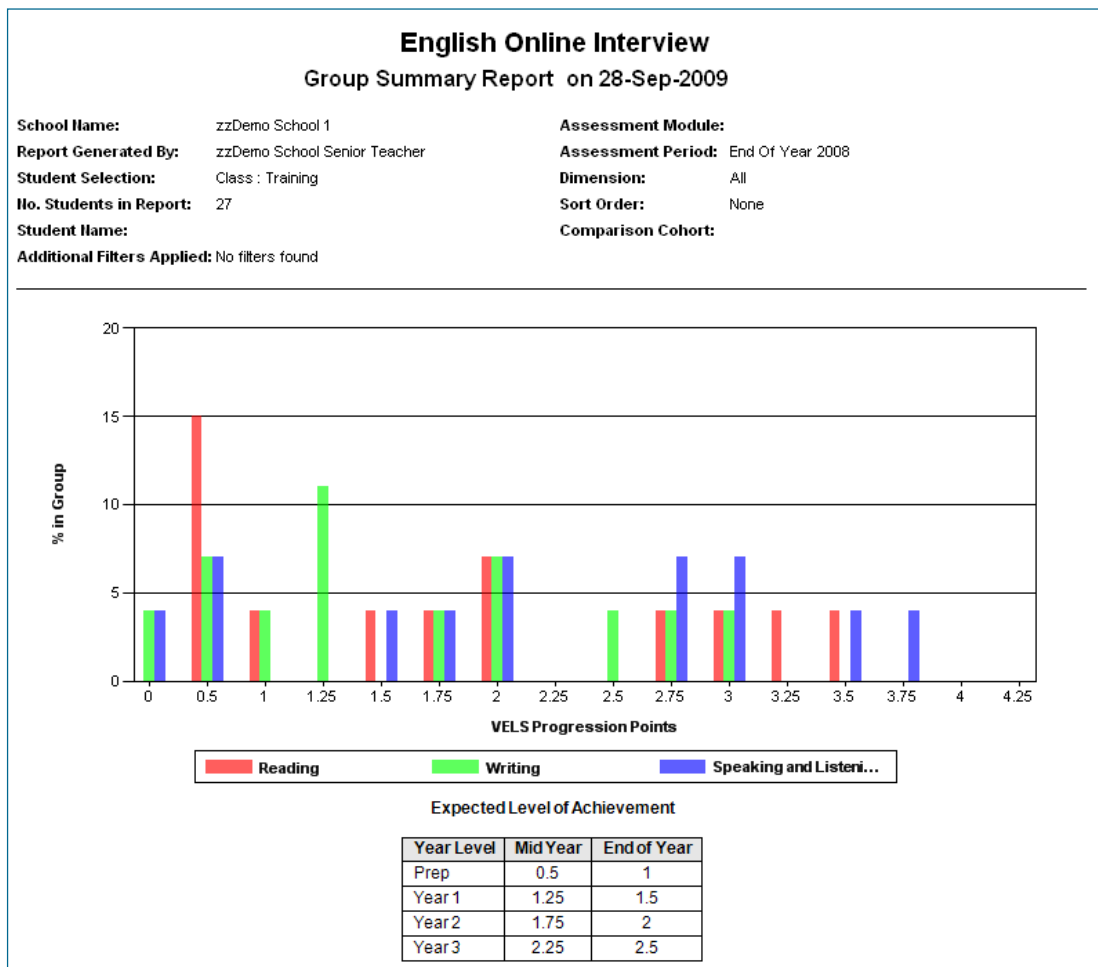
Additional Filters Applied: No filters found

Assessment Period	No. Students in Sample	Mean	Minimum	25th Percentile	Median	75th Percentile	Maximum
End Of Year 2009	1725	3.17	0	0.88	1.75	2.62	3.5

## 7. Group Summary Report

This report presents the percentage of students achieving each VELS progression point, in each dimension of the English domain.

### Graphical View



## Tabular View

### English Online Interview

Group Summary Report on 24-Aug-2009

**School Name:** zzDemo School 1

**Report Generated By:** zzDemo School Senior Teacher

**Assessment Period:** End Of Year 2008

**Student Selection:** Class : Training

**Dimension:** All

**Total No. Students in Report:** 27

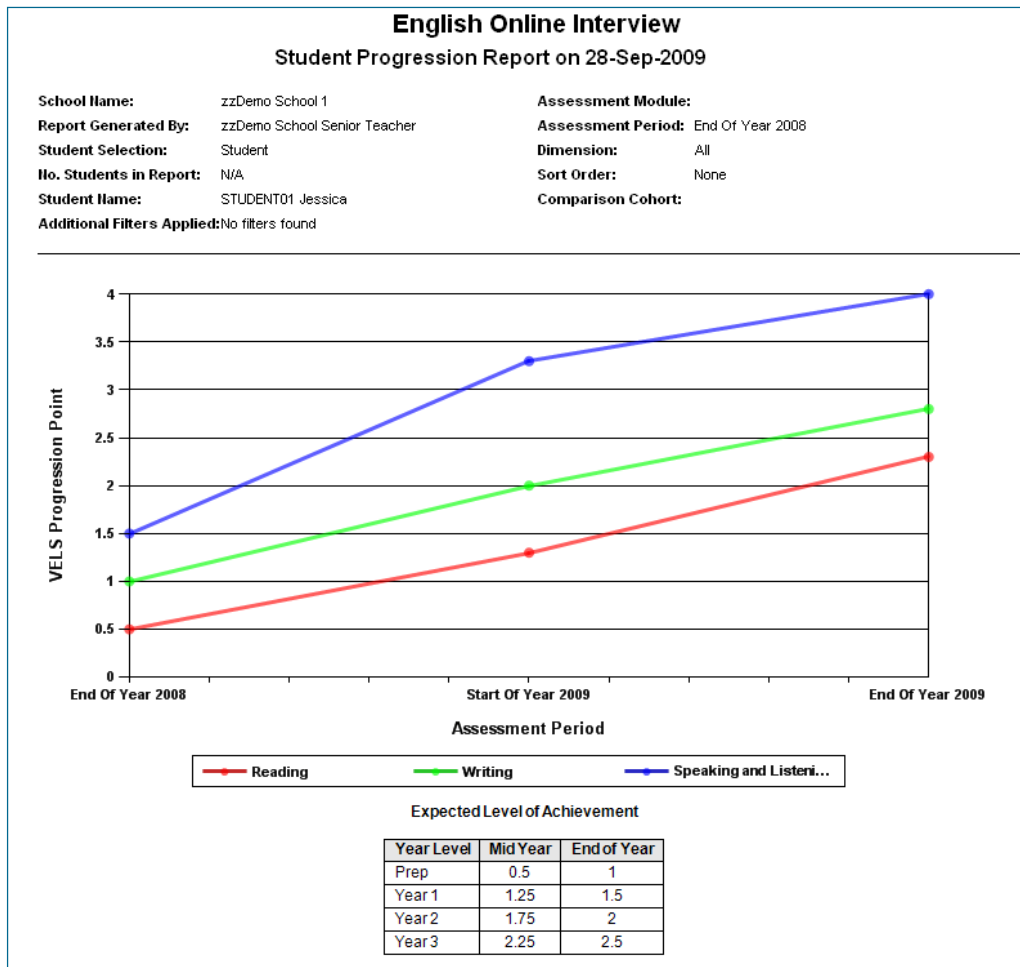
**Additional Filters Applied:** No filters found

VELS Progression Point	Students(R)	% Students(R)	Students(W)	% Students(W)	Students(SL)	% Students(SL)
0	0	0	1	4	1	4
0.5	4	15	2	7	2	7
1	1	4	1	4	0	0
1.25	0	0	3	11	0	0
1.5	1	4	0	0	1	4
1.75	1	4	1	4	1	4
2	2	7	2	7	2	7
2.25	0	0	0	0	0	0
2.5	0	0	1	4	0	0
2.75	1	4	1	4	2	7

## 8. Student Progression Report

This report is for an individual student. It displays the VELS progression point achieved in each of the assessments completed, for each dimension of the English domain. The report can be used to show the progress of the student over time in a given dimension or to compare achievement in different domains.

### Graphical View



### Tabular View

Assessment Period	Student ID	Student UniqueID	Student First Name	Student Last Name	Estimated VELS Score (R)	Next Progression Point (R)	Estimated VELS Score (W)	Next Progression Point (W)	Estimated VELS Score (SL)	Next Progression Point (SL)
End Of Year 2009	1160	AND0005_33	Jessica	STUDENT01	2.3	2.5	2.8	3	4	4
Start Of Year 2009	1160	AND0005_33	Jessica	STUDENT01	1.3	1.5	2	2	3.3	3.5
End Of Year 2008	1160	AND0005_33	Jessica	STUDENT01	0.5	0.5	1	1	1.5	1.5

## 9. Student Response Summary Report

This report, for an individual student, indicates the *level of response* for each question in a given assessment period. A fully shaded bar indicates the highest level of response. The report can be displayed in order of the task/question or the dimension/literacy aspect.

### Task/Question Order

English Online Interview			
Student Response Summary Report on 31-Aug-2009			
School Name: zzDemo School 1		Assessment Period: End Of Year 2008	
Report Generated By: zzDemo School Senior Teacher		Dimension: All	
Student Selection: Student		Sort Order: Task	
Total No. Students in Report: 1			
Student Name: STUDENT01 Jessica			
Additional Filters Applied: No filters found			
Question	Dimension	Literary Aspect and Sub-aspect	Level of Response
<b>Oral Language</b>			
Participation/engagement	Speaking and Listening	Oral Language	2/2
Spoken text structure	Speaking and Listening	Oral Language	2/2
Use of volume, non-verbal cues	Speaking and Listening	Oral Language	2/2
Vocabulary	Speaking and Listening	Oral Language	2/2
Strategies	Speaking and Listening	Oral Language	2/2
<b>Phonemic Awareness</b>			
What rhymes with pin-bin	Reading	Phonemic Awareness	1/1
What rhymes with sun-run	Reading	Phonemic Awareness	1/1
What rhymes with ball-wall	Reading	Phonemic Awareness	1/1
Rhymes with set	Reading	Phonemic Awareness	1/1
Rhymes with king	Reading	Phonemic Awareness	1/1
Rhymes with door	Reading	Phonemic Awareness	0/1
<b>The Beach Ball</b>			
Predict story from cover	Reading	Comprehension	2/2
Read title	Reading	Fluency	1/1
Reading fluency Whole book	Reading	Fluency	4/5
Running record error count	Reading	Accuracy	1/2
Self corrections consistency	Reading	Accuracy	2/3

### Dimension/Literacy Aspect Order

English Online Interview				
Student Response Summary Report on 31-Aug-2009				
School Name: zzDemo School 1		Assessment Period: End Of Year 2008		
Report Generated By: zzDemo School Senior Teacher		Dimension: All		
Student Selection: Student		Sort Order: Dimension		
Total No. Students in Report: 1				
Student Name: STUDENT01 Jessica				
Additional Filters Applied: No filters found				
Dimension	Literary Aspect and Sub-aspect	Question	Task	Level of Response
Reading	Accuracy	Running record error count	The Beach Ball	1/2
Reading	Accuracy	Self corrections consistency	The Beach Ball	2/3
Reading	Comprehension	Predict story from cover	The Beach Ball	2/2
Reading	Comprehension	How did ball get in water	The Beach Ball	1/1
Reading	Comprehension	Why didn't Dad help	The Beach Ball	1/1
Reading	Comprehension	What did children do next	The Beach Ball	1/1
Reading	Comprehension	How did man get the ball	The Beach Ball	0/1
Reading	Comprehension	What do you think this tells us	The Beach Ball	2/2
Reading	Comprehension	Can you read me anything	The Beach Ball	1/2

## 10. Finalised Assessment

This report provides details of the responses by a student in a given assessment period. If the student gave the highest level response, a tick is shown. If not, the actual response is shown.

### Task/Question Order

English Online Interview			
Finalised Assessment Report on 31-Aug-2009			
<b>School Name:</b> zzDemo School 1		<b>Assessment Period:</b> End Of Year 2008	
<b>Report Generated By:</b> zzDemo School Senior Teacher		<b>Dimension:</b> All	
<b>Student Selection:</b> Student		<b>Sort Order:</b> Task	
<b>Total No. Students in Report:</b> 1			
<b>Student Name:</b> STUDENT01 Jessica			
<b>Additional Filters Applied:</b> No filters found			
Question	Dimension	Literary Aspect and Sub-aspect	Most Correct Response
<b>Oral Language</b>			
Participation/engagement	Speaking and Listening	Oral Language	✓
Spoken text structure	Speaking and Listening	Oral Language	✓
Use of volume, non-verbal cues	Speaking and Listening	Oral Language	✓
Vocabulary	Speaking and Listening	Oral Language	✓
Strategies	Speaking and Listening	Oral Language	✓
<b>Phonemic Awareness</b>			
What rhymes with pin-bin	Reading	Phonemic Awareness	✓
What rhymes with sun-run	Reading	Phonemic Awareness	✓
What rhymes with ball-wall	Reading	Phonemic Awareness	✓
Rhymes with set	Reading	Phonemic Awareness	✓
Rhymes with king	Reading	Phonemic Awareness	✓
Rhymes with door	Reading	Phonemic Awareness	incorrect
<b>The Beach Ball</b>			
Predict story from cover	Reading	Comprehension	✓
Read title	Reading	Fluency	✓
Reading fluency Whole book	Reading	Fluency	reads all or most of the book, reads in 3-4 word phrases
Running record error count	Reading	Accuracy	1-4 errors (easy text level)
Self corrections consistency	Reading	Accuracy	consistent self correction

### By Dimension - Tabular View

English Online Interview				
Finalised Assessment Report on 31-Aug-2009				
<b>School Name:</b> zzDemo School 1		<b>Assessment Period:</b> End Of Year 2008		
<b>Report Generated By:</b> zzDemo School Senior Teacher		<b>Dimension:</b> All		
<b>Student Selection:</b> Student		<b>Sort Order:</b> Dimension		
<b>Total No. Students in Report:</b> 1				
<b>Student Name:</b> STUDENT01 Jessica				
<b>Additional Filters Applied:</b> No filters found				
Dimension	Literary Aspect and Sub-aspect	Question	Task	Most Correct Response
Reading	Accuracy	Running record error count	The Beach Ball	1-4 errors (easy text level)
Reading	Accuracy	Self corrections consistency	The Beach Ball	consistent self correction
Reading	Comprehension	Predict story from cover	The Beach Ball	✓
Reading	Comprehension	How did ball get in water	The Beach Ball	✓
Reading	Comprehension	Why didn't Dad help	The Beach Ball	✓
Reading	Comprehension	What did children do next	The Beach Ball	✓
Reading	Comprehension	How did man get the ball	The Beach Ball	refers to using hands
Reading	Comprehension	What do you think this tells us	The Beach Ball	✓
Reading	Comprehension	Can you read me anything	The Beach Ball	reads some of the checklist
Reading	Comprehension	What is Mum doing with the things	The Lunch Boxes	✓
Reading	Comprehension	How did Mum get the fish	The Lunch Boxes	✓
Reading	Comprehension	Why does Yanni say do you want some more	The Lunch Boxes	✓
Reading	Comprehension	What do bubbles mean	The Lunch Boxes	✓
Reading	Comprehension	What did Zac guess	The Lunch Boxes	✓
Reading	Comprehension	Why are cats following	The Lunch Boxes	incorrect

## Appendix 2: Help and Support

Information about the help and support available to assist schools to implement the English Online Interview is available at: [www.education.vic.gov.au/studentlearning/teachingresources/english/englishonline/help.htm](http://www.education.vic.gov.au/studentlearning/teachingresources/english/englishonline/help.htm).

### Technical Assistance

#### Contacting the DEECD Service Desk

Technical assistance is available for schools using the English Online Interview. Technical enquiries may include issues such as:

- the functionality of the system is not working as expected
- error messages on screen are preventing the user from proceeding
- students are not appearing in the English Online Interview or student details in the English Online Interview don't match the details in CASES21
- a user cannot access the English Online Interview.

When contacting the Service Desk, users should provide as much information about the issue as possible including their name, school and campus number. Screen shots displaying error messages should also be provided where possible.

The Service Desk contact details are as follows:

- Website: Service Gateway – log a service call
- Email: [servicedesk@edumail.vic.gov.au](mailto:servicedesk@edumail.vic.gov.au)
- Phone: 1800 641943

### Further Support

#### Contacting Central Office

For general, policy-related enquiries regarding the English Online Interview, schools can contact central office. Policy-related enquiries may include:

- advice on exemptions and withdrawals
- information regarding resources, including obtaining additional English Online Interview Resource Kits

Central office contact details are as follows:

- Email: [studentlearning@edumail.vic.gov.au](mailto:studentlearning@edumail.vic.gov.au) – Emails should include 'English Online Interview' and your school name in the subject line
- Phone: (03) 9637 3305

## Appendix 3: Technical Information

### Optimising Access

School technicians should assist teachers to ensure that the Interview can be conducted as efficiently as possible. Efficiency may be improved by:

- setting school-based browsers to fast speed
- using cable connection rather than wireless
- setting screen resolution to 1024 x 768 pixels. Users should be able to see the complete horizontal width of each question without scrolling sideways.